



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Epidemiologist Supervisor

Posting Number

PN# 106039

Department

Health & Human Services

Division

OSPH Preparedness

Section

Epidemiology Section

Reporting Location

8000 N Stadium Drive

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises and monitors the work of Staff Epidemiologist, GIS Analysts, and Surveillance Investigators – Epidemiologist in disease control and intervention programs. Implements work priorities and evaluates outcomes in line with program goals. Reports to the Epidemiologist Manager regarding overall work progress and needs of field programs.

### **CORE FUNCTIONS**

- Supervises monitors and reviews investigative procedures, strategies and data analyses of staff subordinates in disease intervention activities, special projects and programs. Audits and ensures compliance with established protocols and quality assurance.
- Develops strategies for implementing active surveillance of disease clusters in the City of Houston and analyzes morbidity data for trends.
- Develops procedures and algorithms for the early detection of various disease incidents from expected norms.
- Coordinates the epidemiology teams and responses to potential and/or actual emergency public health events and is available twenty-four hours a day, seven days a week.
- Provides rapid communications with key personnel and organizations in preparation for potential large-scale public health threats.
- Participates in the recruitment and hiring of subordinates. Provides training and professional development and evaluates the performance of subordinates.
- Participates in grant/research writing and/or other projects to procure supplemental funding for state-of-the-art surveillance instruments and technologies.
- Prepares reports, presentations, and articles for scientific and non-scientific journals on disease investigations and preparedness for nuclear, biologic and chemical threats.
- Performs other duties as requested by the Epidemiologist Manager or the Bureau Chief of Epidemiology.

### **WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's degree in Epidemiology or Public Health with emphasis in Epidemiology or related biological, medical or public health fields.

### **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of professional experience in epidemiology or public health after completion of the required Master's degree are required, with two of the years in a supervisory or lead role. Advanced degrees, such as PhD in Public Health with emphasis in Epidemiology or related fields, Dr. of P.H., DVM, MD or equivalent, will substitute for two years of the experience requirement.

### **MINIMUM LICENSE REQUIREMENTS**

None

### **PREFERENCES**

Preference will be given to applicants with prior public health and/ or HIV prevention experience.

### **SELECTION/SKILLS TESTS REQUIRED**

A skills test will be required.

### **SAFETY IMPACT POSITION**

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

### **SALARY INFORMATION**

### **GRANT FUNDED POSITIONS**

**This position is dependent upon continued available funds.** If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 24  
\$1,961 - \$2,116 Biweekly      \$50,986 - \$55,016 Annually

### **OPENING DATE**

August 3, 2005

### **CLOSING DATE**

Open Until Filled

### **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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